

CITY OF BURBANK

MANAGEMENT CLERK

DEFINITION

Under direction of the Secretary to the City Manager, to perform a variety of difficult and complex clerical work in support of the City Manager's office; and to do related work as required.

ESSENTIAL FUNCTIONS

Responsible for complex and confidential clerical functions requiring discretion and knowledge; prepares material for typing, using independent judgment and initiative; types a variety of materials of considerable complexity, including technical correspondence, forms, reports, numerical and statistical reports from oral direction, rough draft, copy, notes, dictating equipment, or other source; reviews and edits outgoing materials for clarity, correct spelling, punctuation and grammar, proper form, and completeness; composes routine correspondence and reports; establishes and maintains complex filing systems; assists the public with technical questions; directs general City mail to appropriate department; screens visitors and telephone calls and refers them to appropriate staff members or departments; makes travel and conference arrangements; schedules meetings and appointments; reviews documents for accuracy, including invoices and purchase orders; maintain inventory of supplies; operates a computer terminal to enter, modify or retrieve data; operates calculator, word processor and other office equipment.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; knowledge of English usage, spelling, grammar, and punctuation; knowledge of basic arithmetic; knowledge of municipal organizations.
- Ability to - organize and maintain record keeping systems; ability to operate a variety of office equipment, including calculator, word processor, and computer terminal; ability to understand and explain numerous technical procedures and policies; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with supervisors, fellow employees, officials, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to two years of recent experience in responsible clerical work and high school graduation or equivalent. Ability to type accurately from clear copy at a speed of 45 net words per minute. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.